

X RELEASE

() DECLASSIFY

EXCISE

() DECLASSIFY

GENY

IN PART

DELETE Non-Responsive Info

For Exemptions

PA Exemptions

MR Cases Only
EO: CIRCULAR

UNCLASSIFIED

ID #

() CLASSIFY as () S or () C OADR
() DOWNGR () S or () C OADR

CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING☐ H - INTERNAL☒ I - INCOMINGDate Correspondence
Received (YY/MM/DD)

88109116

Name of Correspondent: ☒ Mr. ☒ Mrs. ☒ Miss ☒ Ms. Norman Diamond☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject:

Seeks information on disposition and whereabouts of Raoul Wallenberg.

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>Doell</u>	ORIGINATOR	<u>8810911</u>			<u>88101</u>
<u>DoB</u>	Referral Note:	<u>88109121</u>			<u>88101</u>
	Referral Note:	<u>11</u>			<u>11</u>
	Referral Note:	<u>11</u>			<u>11</u>
	Referral Note:	<u>11</u>			<u>11</u>
	Referral Note:	<u>11</u>			<u>11</u>

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
S - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments:

UNCLASSIFIED

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEGB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2500.